

SNOHOMISH COUNTY JOB DESCRIPTION

SOLID WASTE CASHIERING SPECIALIST

Spec No. 6345

BASIC FUNCTION

To perform a variety of cash handling and receipting functions for Solid Waste; to collect monies from Solid Waste sites and deposit to the bank; to replenish Site Attendant change funds and perform periodic audits of site cash.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Picks up revenue and change fund deposits from Solid Waste facilities and delivers to the bank daily on a regularly scheduled but variable assigned route.
2. Replenishes cash change funds at all Solid Waste sites.
3. Responsible for all monies assigned and in possession; secures any change funds or remaining monies in safe at an assigned location.
4. Picks up, verifies, and accounts for daily paperwork from transfer stations and drop boxes.
5. Reports to Finance with daily site paperwork and for other Solid Waste duties.
6. Identifies needs, reviews, develops, and updates policies and procedures related to Finance and Solid Waste Operations as directed.
7. Performs periodic audits of site funds and paperwork and random cash counts of tills and change funds as directed by Operations and/or Finance.
8. Identifies and researches discrepancies as directed by Operations and/or Finance.
9. Handles confidential financial information, such as Site Attendant deposits and paperwork, under the direction of Operations and/or Finance.
10. Loads, unloads, and operates a county vehicle on an assigned daily route beginning and ending at an established home base.
11. Serves as liaison between Finance, site attendants and supervisors as requested.

STATEMENT OF OTHER JOB DUTIES

12. Files materials alphabetically, numerically and/or chronologically; retrieves materials from files as requested; operates photocopy machine; performs other routine clerical duties.
13. Delivers supplies and other materials to and from sites as requested.
14. Performs the duties of the Site Attendant Class as required.

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MINIMUM QUALIFICATIONS

Two years of cashiering and/or banking experience or work as a solid waste site attendant; OR; any combination of training, education or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License required for employment.

A job offer will be conditioned on satisfactory results of a driver's license abstract.

A job offer will be conditioned on satisfactory results of criminal background check.

Possession of or ability to obtain a valid First Aid/CPR card within six months of employment is required.

A job offer will be conditioned on satisfactory results of a post-offer medical examination or inquiry.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematics
- bookkeeping practices and procedures
- word processing software
- standard office practices and procedures
- defensive driving practices and procedures
- geography and road systems of Snohomish County

Ability to:

- maintain confidentiality
- perform mathematical computations
- prepare grammatically correct documents
- meet deadlines and cope with interruptions
- learn, analyze and categorize data rapidly and accurately
- use a detailed map to efficiently locate addresses
- drive skillfully and safely in all weather conditions
- follow verbal and written instructions
- read, understand and comply with safety rules and regulations
- work independently and complete assigned tasks

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective working relationships with superiors, associates and co-workers, and the general public if necessary
- remain composed and professional in stressful situations

PHYSICAL EFFORT

Loading and unloading a vehicle and moving objects weighing up to fifty (50) pounds are required. Moving materials and boxes between a county vehicle, bank locations and county sites, including Finance, is required. Operation of standard office equipment is required.

SUPERVISION

The employee receives general supervision from a supervisor or administrative superior as assigned in Solid Waste. The employee receives specific instruction for additional Solid Waste duties from an assigned contact person in Finance. The work is reviewed for completeness and accuracy.

WORKING CONDITIONS

Pick up and delivery work involves extensive travel to locations throughout the county where the employee is exposed to hazards resulting from traffic and inclement weather. Office work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: May 2006
Revised: July 2006, June 2007, June 2018
EEO Category: 6 – Administrative Support
Pay Grade: 310 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous